

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: January 21, 2016
POSITION: Generalist (Finance)
LOCATION: 500 Pearl Street, New York, New York
TERM: Permanent
CLASS LEVEL: Up to CL-25
SALARY: \$23,243 - \$71,932
(Depending on qualifications and experience)
CLOSING DATE: February 5, 2016
VACANCY NO: 16-09

DUTIES AND RESPONSIBILITIES: The Financial Generalist will perform duties assigned in support of the review of pleadings and similar documents, and payments associated with the financial operations of the Clerk's Office. Duties include: informing customers of required fees; receiving payments; issuing receipts; securing funds in a cash register; balance cash drawer; process credit card payments for filed documents and payments; collect filing fees; perform accounting of funds paid into the Court and for funds disbursed by the Court; maintain and analyze accounting records; reconcile variances between account summaries; review vouchers for validity and completeness prior to payment; prepare daily, monthly, quarterly, bi-annual, and annual reports; provide basic information to the public, the bar, and the Court; enter and retrieve data from an automated financial management database. The incumbent will review, and accept case initiating pleadings and other documents for filing that conform to the Federal Rules of Civil Procedure and the Local Rules of the Court. Open civil cases in the Case Management/Electronic Case Filing System and docket initial case opening events, in conformance to established court rules and procedures. The incumbent will also perform other duties as assigned.

REQUIRED QUALIFICATIONS: To be considered for this position you must be a high school graduate, or equivalent. To qualify for CL-23, you must have two years of general experience. To qualify for CL-24, you must have at least one year of specialized experience equivalent to work at the CL-23 level. To qualify for CL-25, you must have at least one year of specialized experience equivalent to work at the CL-24 level. Applicants must be skilled in data entry, word processing and possess the ability to type 50 word per minute. Knowledge of legal terminology is highly desirable.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring experience involving the routine use of keyboard skills that provided knowledge of the rules, regulations, terminology, etc., of the area of financial administration and/or accounting.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

APPLICATION PROCEDURE: To be considered for this position, please submit a resume detailing your education and work experience along with a cover letter. The cover letter must indicate the position for which you are applying (including the vacancy number), and identify how your education and/or experience relate to the duties and responsibilities of the position. **Resumes without the cover letter addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

U.S. District Court 500 Pearl Street

New York, New York 10007

ATTN: HUMAN RESOURCES SUITE 310.

OR

Personnel@nysd.uscourts.gov

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY. APPLICANTS MUST BE UNITED STATES CITIZENS.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER